

HELP!

My Student's ILP Isn't Showing Up! *Troubleshooting Guide*

Start HERE

Has this student been
officially enrolled at your
school for **2 weeks**?

No

Yes

Relax. It can
take up to 2
weeks for
changes made
in IC to show
up in the ILP.

Open Infinite Campus (IC) and look at the student's enrollment records.

General Enrollment Information
Calendar: 16-17 ELLIOTT COUNTY HIGH SCHOOL
Schedule (read only): 9-12
Grade: 12
Class Rank Exclude: ☐
External LMS Exclude: ☐
*Start Date: 03/21/2017
No Show: ☐
End Date:
End Action:
*Start Status:
End Status:
*Service Type: P: Primary
[B2]: Transfer from a KY school outside of district

Is their Service Type marked as **P: Primary**?

No

Yes

Is this student a full-time
student at your school?

Yes

No

Change the
Service Type to
P: Primary.

The ILP is housed at each student's
P: Primary school of record.

If the student has forgotten their
password, contact Jennifer Pusateri
(see below).

In the student's IC enrollment records, scroll down
until you see the "State Exclude" box.

Start Comments:
Dropout Reason:
End Comment:
State Reporting Fields
State Exclude: ☒
Perkins On: ☐
Immigrant: ☐
NO ACCESS: ☐
Refugee: ☐
Out Of State: ☐
Extra Year in Primary: ☐

Is the "State Exclude" box checked?

Yes

No

Uncheck the "State Exclude" box.

FYI

P: Primary= Full-time school of record

S: Partial= Student attends this school part of the
time (dual credit at ATC, Gatton Academy, etc.)

N: Special Ed. Services= Non-public school students
who **ONLY** receive special ed. services at the school

Email or call the KDE ILP state coordinator:

Jennifer Pusateri

Jennifer.pusateri@education.ky.gov

502-564-4970 x.4116